

Human Resources Assistant

POSITION SUMMARY:

Under the general supervision of the Human Resources Program Officer within the Bureau of Merit Recruitment and Selection, this position provides administrative support to the agency human resources team, which serves 2,000 employees in the Department and its attached agencies, boards and commissions. This position assists with the administration of the day-to-day operations of the work unit and performs duties relating to recruitment and selection.

<u>TIME%</u>	<u>GOALS AND WORKER ACTIVITIES</u>
40%	<p>A. Provide administrative support and assist Human Resources Specialists with the implementation of human resource services, policies, and programs.</p> <p>A1. Assume responsibility for effectively recording, maintaining, and reporting human resource information.</p> <p>A2. Maintain the agency position certification log and perform all corresponding duties.</p> <p>A3. Ensure files and records are maintained in accordance with legal requirements and Department policies and procedures.</p> <p>A4. Process, verify, and maintain personnel related documentation, including staffing and recruitment.</p> <p>A5. Examine employee files to answer inquiries and provide information for personnel actions.</p> <p>A6. Complete monthly and year-end reports (e.g. transfers, and new hires).</p> <p>A7. Ensure EEO reporting functions are up-to-date and in compliance with federal/state regulations.</p> <p>A8. Assume responsibility for Section's records.</p> <p>A9. Complete miscellaneous research, reports, letters and memos as requested.</p>
30%	<p>B. Assist HR Specialists with recruitment and selection activities as well as coordinate LTE recruitments.</p> <p>B1. Review certification materials for permanent and LTE recruitments.</p> <p>B2. Consult with HR Specialists as needed regarding certification materials.</p> <p>B3. Submit certification materials for budget approval.</p> <p>B4. Act as point of contact for all LTE recruitments.</p> <p>B5. Conduct LTE background checks.</p> <p>B6. Maintain accurate databases, spreadsheets and SharePoint (e.g. position review agendas, , certifications, and staffing logs).</p> <p>B7. Assist HR Specialists with creation of staffing paperwork including appointment letters, certification forms, recruitment activities, files.</p>

- B8. Assist Human Resources Specialists with completion of selection activities such as rating panel materials, entering scores into Wisc.Jobs, creating certifications, background checks, etc.
- B9. Conduct and coordinate ad placement of free and paid advertising.
- 25% C. **Administrative support and assistance with the implementation of HR services, policies, and programs.**
 - C1. Enter scores and create rating panel materials after examinations are conducted.
 - C2. Document and publish notes after weekly team meeting.
 - C3. Process register and certification removals on Wisc.Jobs and complete corresponding paperwork/letters.
 - C4. Monitor certification requests and complete as requested in Wisc.Jobs. Requests include cert rescinds, creating multi-certs, and closing out certs.
 - C5. Determine accuracy of and approve, if appropriate, targeted recruitment submissions on Wisc.Jobs including WiscJobsforvets postings.
- 5% D. **Communication & Assistance**
 - D1. Serve as first point of contact for customer walk-ins and phone inquiries.
 - D2. Develop ongoing consistent communication of organizational HR-related initiatives to seek feedback to ensure customer's business needs are considered in the decision-making process.
 - D3. Maintain or strengthens channels for open communication across and within levels of responsibility to build trust and positive relationships.
 - D4. Draft and distribute communications.
 - D5. Provide assistance to staff such as meeting/presentation room preparations, and finalizing materials for trainings.
 - D6. Perform other duties as assigned.

KNOWLEDGES, SKILLS & ABILITIES

1. Knowledge of principles and procedures for personnel recruitment, selection, training, and personnel information systems.
2. Knowledge of principles and processes for providing quality customer service.
3. Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, designing forms, and other office procedures and terminology.
4. Above average computer skills, using Microsoft Office Suite software, Wisc.Jobs, Peoplesoft, and SharePoint.
5. Excellent written and verbal communication skills to convey information for the needs of the audience.
6. Excellent reading comprehension skills to understanding written sentences and paragraphs in work related documents.
7. Excellent active listening skills by giving full attention to what other people are saying, taking time to understand the points being made, and asking questions as appropriate.
8. Excellent skills in identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

9. Excellent critical thinking skills by using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
10. Excellent time management skills in order to meet multiple deadlines and priorities.
11. Ability to work effectively and efficiently in a fast-paced, team work environment.
12. Ability to communicate with diverse groups and individuals.
13. Ability to function effectively in a complex organization with absolute confidentiality.
14. Ability to understand and successfully meet the agency's core performance competencies.